**ANNEXURE B**

# APR Intern Project Plan

The Project Plan represents the mutually agreed scope of work developed by the parties to address a research problem provided by the Industry Partner and to provide a professional development opportunity for the Intern.

The progress of the project will be monitored against the milestones, which will be clearly defined and be reasonably delivered by the due dates specified, taking into account the Intern’s ability, access to resources and time allocated for education and mentoring.

1. Project title

[Industry Partner to complete]

Provide a clear and concise title that describes the research project and intended outcomes
(Maximum 140 characters)

1. Project Background

[Industry Partner to complete]

Describe the industry environment, the problem facing the organisation and the impact that this problem has on the business.

Indicate the expertise that the organisation is seeking and how a PhD with this expertise could help address the problem.

(Maximum 250 words)

1. Research To Be Conducted

[Industry Partner to complete]

Define 2-3 objectives that the company hopes to achieve through the internship. Focus on the key questions that need to be investigated in order to resolve or better understand the problem.

Outline the resources required to successfully conduct the project and whether these are currently available.

1. Expected Outcomes

APR Intern projects are collaborative research partnerships between the Industry Partner, Intern and Academic Mentor with the aim to address a specific challenge identified by Industry. They are not consultancy projects delivered by students.

[Industry Partner to complete]

Outline the expected outcomes from the project. For example, a feasibility report, a prototype device or a software model. Will the end result stand-alone or be integrated into existing systems?

For the final presentation and report, the Intern is expected to summarise the research outcomes. As an educational exercise and with the support of their Industry Supervisor, the Intern may extend their presentation to provide high-level recommendations to management. These are not to form the sole basis of business decisions. If these are to be included in the final presentation and report, please indicate the scope of the business recommendations to be proposed.

1. Relevance To Industry Partner

[Industry Partner to complete]

If the project objectives are met, what will be the anticipated outcomes for the organisation?

How will the results of the internship be applied by the organisation?

1. Expected Time the Intern will Spend With the Industry Partner

[Industry Partner to complete]

Please indicate the duration of the intended project and the preferred daily work pattern for the Intern. Time must be allowed for the Intern to visit their Academic Mentor for support each week to address any research concerns.

Comment on whether on-site attendance is contingent on availability of supervision or access to other resources.

1. Intern Training and Professional Development

The primary purpose of the internship is for the education of the Intern by enabling them to apply their expertise to a real world problem, experience the company environment, develop workplace skills and improve their work-readiness. It is expected that the Intern will work closely with industry staff who will mentor them throughout the internship.

[Industry Partner to complete]

List the available opportunities for the Intern to undertake specific training or professional development while working within the organisation. What other factors within the work environment will assist the Intern to develop their workplace skills and improve their work-readiness?

1. Work Plan

*Work Plan to be mutually agreed by all parties*

| **Objectives** | **Activities** | **Outputs**  | **Due Date** |
| --- | --- | --- | --- |
| Examine the objectives the Industry Partner has identified above. Discuss whether these objectives are specific and realistic, given the skills of the Intern, timeframe of the project and resources available. Modify as required. Not limited to 4 objectives. | Break each objective into the sequence of activities or tasks that will be carried out.Please provide as much detail as possible | For each activity, clearly identify the tangible outputs that will be created.Please provide as much detail as possible | List the due dates for delivery of the key outputs |
| **Objective 1:**  |  |  |  |
| **Objective 2:** APR Intern Mid-Term Presentation  | Short presentation by Intern [via Skype/at XX location] to Industry Partner and Academic Mentor summarising the status of the work. Please invite APR Intern facilitator if required.See below. Reorder Objectives as needed so mid-term is delivered at appropriate interval. |  |
| **Objective 3:**  |  |  |  |
| **Objective 4:**  |  |  |  |
| **Objective 5:** APR Intern report and final presentation  | Provide a draft of the APR Intern Final Report/Case Study (template at the end of this document) to the Industry Partner and Academic Mentor for review and approval prior to submission to the APR Facilitator a week before the final presentation.Final 30 min presentation by Intern [via Skype/at XX location] to APR Facilitator, Industry Partner and Academic Mentor summarising the overall outcomes of the work. |  |

**As part of the internship, the Intern will complete the following milestones. Please insert these milestones into the work plan above and assign appropriate due dates.**

* Half way through the project, the Intern will give a short presentation to the Industry Partner and Academic Mentor summarising the status of the work. Please invite the APR Intern facilitator if required.
* One week before the end of the internship, the Intern will submit a draft of the Final Report/Case Study (template at the end of this document) to the Industry Partner and Academic Mentor for review and approval prior to submission to the APR Facilitator.
* At the end of the internship, the Intern will give a 30 minute presentation to the APR Facilitator, Industry Partner and Academic Mentor summarising the overall outcomes of the work.
1. BioSafety or Ethics Approval, Export Control, or other Specific Project Restrictions or Licences

Does the project require biosafety or ethics approval/ratification by the Student Institution or require special Export Control considerations (assessment, licence or specific project restrictions)?

[Academic Mentor to complete]

E.g. for work involving animals or use of participant surveys

1. Project Budget

[All parties to discuss]

Program Cost = $XX,000 plus GST

The Program Cost for the internship is comprised of:

1. $3,000 per month of the internship for the Intern’s Stipend (total $XX,000 per month for a X month project)
2. $5,500 for academic mentoring
3. $5,500 for facilitation of the internship by APR Intern

*For example, the Program Cost for a 5-month internship would be $26,000 plus GST. This cost is paid by the Industry Partner to APR Intern, and APR Intern pays the Student Institution this amount after deducting its facilitation fee. From this the Student Institution disburses the stipend to the Intern and the Academic Mentor contribution.*

**Is there any External Funding being applied to the internship?**

Detail NRIP, DSI or state Not Applicable.

**Do any of the parties expect to incur expenses to be reimbursed by one of the other parties?**

E.g. costs for the Intern to travel interstate to work with the Industry Partner.

**Are there any other costs being covered by a party as in-kind support for the project?**

E.g. consumable costs or software licence fees.

1. Alignment with other Existing Projects

[Industry Partner & Academic Mentor to complete]

Does this project align with other work being carried out by the Academic Mentor or Industry Partner, and if so how?

1. How will the Project Develop the InterN?

[Intern & Academic Mentor to complete]

Based on the nature of the project, the expertise to be applied and the opportunities for development provided by the Industry Partner, describe how the Internship will benefit the student academically and prepare them for future employment. Will the results of the internship be used in the Intern’s thesis?

1. Publication of Results

[Industry Partner & Academic Mentor to complete]

MANDATORY

*Referenced in Clause 4.3c(ii) of the Contract*

1. Background Intellectual Property

[All Parties to complete]

1. Future Collaborations

[Industry Partner & Academic Mentor to complete]

# APR Intern Final Report Template

(To be completed by the Intern, Reviewed by Industry Partner)

This template is intended as a guide for the Final Report required by APR Intern at the end of the internship project. It is not mandatory to use this format. The minimum standard for the Final Report is a generic overview of the research purpose, objectives, methodology and outcomes. The report may require disclosure of any IP developed from the research.

The purpose of the Final Report is to assess whether the objectives were met, outline the impact of the work for the Industry Partner and ensure sufficient recording of the research project is made available to the Industry Partner. The Final Report required for APR Intern is 5-10 pages long. The Industry Partner may require additional documentation separate to this to finalise the internship.

**Please note:** The Final Report is protected under the Confidential Information Clause of the agreement. APR Intern will request a copy for reporting purposes. The Industry Partner may request the removal of any IP or confidential information prior to submission to the APR Intern Business Development contact and contact@aprintern.org.au

1. Summary of Project

In about 200-300 words, please provide a description of the purpose, objectives and expected outcome of the research project.

1. Summary of Research

In three to four pages, describe the project, methodology and results using the headings below as a guide.

1. Project Background
2. Research Method
3. Intern’s Contribution
4. Research Results and Outcomes
5. Future Research
6. Business Recommendations [if applicable and within the ability of the Intern. Note Internships through APR Intern are not consultancy projects]
7. Final Comments

Insert any additional comments if applicable

# APR Intern Executive Summary Template

(To be completed by the Intern, Reviewed by Industry Partner)

The Executive Summary is a mandatory component of the APR Intern program and is to illustrate the educational outcomes of the internship for the intern. The Intern Executive Summary is to be completed in a manner that is suitable for publication and as such **does not** require the disclosure of any IP developed from the research.

The Intern Executive Summary may be disclosed to the student’s institution upon request.

The Executive Summary will require review and approval by the Industry Partner to ensure no confidential information is disclosed.

**Please note:** The report requires review by the Academic Mentor and approval by the Industry Partner prior to submission to ensure no confidential information is disclosed. Please submit in PDF format to your APR Intern Business Development contact and contact@aprintern.org.au

1. Summary of RESEARCH Project BACKGROUND & OBJECTIVES

In about 100 words, please provide a description of the purpose and expected outcome of the project that is suitable for media or other publicity material.

1. SUMMARY OF RESEARCH UNDERTAKEN

In about 300 words, please provide a description of the research undertaken, in terms of methodology and your contribution to the research as an intern.

1. Summary of the Project Outcomes

In about 100 words, in plain language, summarise the aims, significance and outcomes of the project.

1. Summary of the Educational Outcomes

In about 100 words, in plain language, summarise how the internship contributed to your professional development as a researcher. Discuss any challenges translation of research, research environment etc. that occurred during the internship?

1. Intern Impact Statement

In about 75 words, please outline the impact that the internship has had on you in terms of work-readiness and competitiveness for future employment.

1. Final Comments

Insert any additional comments if applicable

# APR Intern Industry Impact Statement Template

(To be completed by the Industry Partner)

This template is intended as a guide for the Industry Impact Statement required by APR Intern at the end of the internship project. The Industry Impact Statement is in to be completed by all Industry Partners as agreed to in Clause 4.1 of the APR Intern Agreement and may be used for publicity and marketing purposes. The impact statement does not require disclosure of any IP developed from the research.

1. Impact Statement for the Industry Partner

In 250-300 words, please outline the research project outcomes and relevance/impact that the research will have on the organisation.